



## DEPARTMENT OF THE NAVY

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From: Commander, Navy Region South  
To: Navy Region South

Subj: GUIDANCE FOR HURRICANE KATRINA EVACUATION  
POLICY/PROCEDURES

Ref: (a) TELCON btwn CNRS/NOLA ICOs of 27 August 2005  
(b) Joint Federal Travel Regulations (Chap 6)

1. This memorandum is provided to establish guidance on funding of military and DoD civilian personnel and their dependents residing in the greater New Orleans area ordered to evacuate military installations in New Orleans in response to the approach of Hurricane KATRINA on 27 August 2005.
2. As discussed and directed in reference (a), Naval Air Station Joint Reserve Base New Orleans and Naval Support Activity New Orleans Installation Commanding Officers will initiate base closure and the evacuation of their installations beginning 27 August 2005. The only exceptions were for command-identified security, medical, emergency preparedness and command essential staff. There is no designated safe haven for military personnel or DoD civilians in the greater New Orleans area due to the unique geography of the region.
3. As a result of this directed evacuation and per the guidance provided in reference (b), NAS JRB New Orleans and NSA New Orleans are authorized to provide Temporary Additional Duty Cost Orders for 1) military personnel/dependents assigned to the installation or NRS UIC (residing onboard or off-installation in either private or government quarters in the greater New Orleans area) and 2) other military personnel/dependents (non-installation or NRS UIC personnel) who occupy housing onboard either installation. These orders are authorized to permit a radius of travel of up to 500 miles from the installation for the period 27-31 August 2005 to include mileage, lodging and per diem. Estimated total reimbursement cost should be forwarded by each installation to Navy Region South Deputy Comptroller not later than 14 September 2005.
4. Reimbursement of non-installation/NRS UIC personnel assigned to tenants onboard either installation that does not occupy government quarters will be made by the tenant command.
5. DoD civilian employees assigned to the installation or NRS UIC and their dependents are authorized issue of Temporary Additional Duty Cost Orders to permit a radius of travel up

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to 500 miles from the installation for the period 27-31 August 2005 to include mileage, lodging and per diem. Estimated total reimbursement cost should be forwarded by each installation to Navy Region South Deputy Comptroller not later than 14 September 2005.

6. Any exceptional circumstances that do not fall into these two categories should be referred to Navy Region South for action and should include the Installation Commanding Officer's recommendation for disposition.

7. Civilian personnel assigned to NAS JRB New Orleans and NSA New Orleans will be given excused absence for the period of 27-31 August (inclusive) or a date after that as directed by the Installation Commanding Officer.

  
G. E. MAYER